

DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6150

AMEDDC&S Regulation
No. 351-10

1 October 2001

Schools
STUDENT ACHIEVEMENT RECOGNITION

1. **HISTORY:** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

2. **PURPOSE.** This regulation establishes the policies and procedures for awarding diplomas, certificates, and suitable awards for outstanding achievement in courses conducted at or supervised by the U.S. Army Medical Department Center and School (AMEDDC&S).

3. **REFERENCES.**

- a. Army Regulation 12-15, Joint Security Assistance Training.
- b. Army Regulation 351-1, Individual Military Education and Training.
- c. Army Regulation 600-8-22, Military Awards.

4. **RESPONSIBILITIES.**

a. Registrar/Student Administration Section, Training Management Branch (TMB), Department of Academic Support and Quality Assurance (DAS&QA), will:

(1) Prepare certificates/diplomas for all qualified students in resident courses of instruction at the AMEDDC&S and courses under its direction.

(2) Prepare appropriate letters of commendation.

(3) Maintain historical student/course award/recognition records.

b. Course Directors will ensure that:

(1) A class roster, with correct spelling of names, students' rank, and a reported "out" status for all students, will be delivered to the Registrar/Student Administration Section, TMB, DAS&QA, prior to graduation.

(2) An informal memorandum, identifying all award recipients, is delivered to the Chief, Student Administration Section, no later than 3-working days prior to graduation.

(3) Diplomas/certificates and any designated awards are presented at a formal closing/graduation exercise, subject to approval by the Dean.

(4) Phase 2 diplomas are forwarded to the Phase 1 for mailing and distribution.

(5) Diplomas/certificates not issued will be delivered to the Registrar/Student Administration Section, TMB, DAS&QA.

(6) Arrangements for engraving of medals and plaques have been completed, except for the Baylor Alumni Association Plaque.

*This regulation supersedes AMEDDC&S and FSH Reg 351-10, 1 September 1999.

(7) A current file of the names of all award recipients is maintained.

5. **POLICIES.** The general provisions governing recognition of student achievement are:

a. A diploma or certificate will be presented to each student who meets all of the requirements for graduation from a course of instruction conducted at or under the direction of the AMEDDC&S.

b. Students achieving the most commendable records, based on predetermined criteria, are eligible for medals, plaques, awards, the Commandant's List, or Honor/Distinguished Honor Graduate certificates.

c. No certificate or diploma of any sort will be issued for individuals failing to achieve course standards.

6. **PROCEDURES.** Documents that are awarded to individual students in recognition of academic performance are:

a. A diploma (AMEDDC&S Form 205) is awarded to any student who meets all the requirements for graduation from one of the following:

(1) A resident school course of 3 weeks (15 workdays) or longer in duration.

(2) Officer or noncommissioned officer (NCO) career development courses of 3 or more weeks duration.

(3) Development/Career Progression Courses.

(4) Officer or NCO career development correspondence courses.

(5) Phase 2 of Reserve Component resident courses.

b. An AMEDDC&S Form 208, Certificate of Completion, will be awarded to each student who meets all requirements for graduation from a resident course of 14 workdays or less in duration.

c. Distinguished Honor Graduate Certificates and Honor Graduate Certificates may be awarded to selected recipients in all courses. International military students are eligible to participate in the honors program and may be named distinguished honor/honor graduates.

(1) To be eligible, a student must first meet all standards of performance specified by the course director, as outlined in the student evaluation plan, and achieve a minimum grade point average which is set by the chief of the department.

(a) Distinguished Honor Graduate status may be conferred on the student with the highest scholastic average. In the event of a tie, all possible means must be taken to break the tie.

(b) Honor Graduate status may be conferred on a student or students in accordance with this regulation.

(2) A student will not be identified as Distinguished Honor/Honor Graduate, regardless of grade point average, if any of the following has occurred:

(a) Received punishment, under the provisions of the Uniform Code of Military Justice, for infractions committed while in student status at the AMEDDC&S.

(b) Received formal counseling for improper behavior/personal conduct. These counseling statements must be reviewed and have the concurrence of the course director if they impact granting or denying Honor Graduate status.

(c) Received a failing grade in any crucial examination area, requiring a retest.

(d) Failed to meet height/weight standards and/or failed the Army Physical Fitness Test.

(3) For multiphased courses, the honored students will be selected at the end of the didactic phase of the program (Phase 1) by the course director or designated representative from the teaching branch.

(4) The number of graduates to be honored per class is as follows:

(a) One hundred or more graduates. One Distinguished Honor Graduate and the top 5 percent of the graduating students, to include the Distinguished Honor Graduate, may be recognized as Honor Graduates.

(b) Fifty to ninety-nine graduates. One Distinguished Honor Graduate and three Honor Graduates.

(c) Thirty to forty-nine graduates. One Distinguished Honor Graduate and two Honor Graduates.

(d) Ten to twenty-nine graduates. One Distinguished Honor Graduate and one Honor Graduate.

(e) Nine or less graduates. One Distinguished Honor Graduate.

(5) In the event two or more students have identical scores, after final tabulation for Honor Graduate, the tie must be broken by the course director.

d. The Commandant's List will reflect the top 20 percent of students, who received no individual score below 70 percent, graduating from a graded course on the AMEDDC&S and FSH Cir 350-3, Schedule of Classes Fiscal Year 2001.

7. DIPLOMAS AND CERTIFICATES OF ATTENDANCE FOR INTERNATIONAL STUDENTS.

Policies governing diplomas and certificates to international students attending formal courses at the AMEDDC&S are contained in Army Regulation 12-15, paragraph 10-17.

a. International military students will receive two copies of each diploma or certificate.

b. If an international student does not successfully complete a formal course of instruction, the student will be issued an AMEDDC&S Form Letter 29-E-R, Recommendation for Relief/Recycle of Student from Course of Instruction from the department stating the reason for noncompletion of the course. The reasons for this decision will be fully explained in the International Student Academic Report (for International Military Students attending CONUS schools), DD Form 2496.

c. International students completing observer and on-the-job training will be awarded an AMEDDC&S Form 208. The narrative of the document must clearly state that the training was "Observer" or "On-the-Job" to avoid confusion with formal training.

The proponent of this publication is the Training Management Branch, Department of Academic Support and Quality Assurance, Academy of Health Sciences, AMEDDC&S. Users are invited to send comments and suggested improvements on DA Form 2028, (Recommended Changes to Publications and Blank Forms) to Commandant, Academy of Health Sciences, ATTN: MCCS-HST, 2250 Stanley Road, Suite 223, Fort Sam Houston, TX 78234-6150.

FOR THE COMMANDER:

OFFICIAL:

/S/
LUCY S. PEREZ
Secretary of the General Staff

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